



Committee of the Whole
Committee Meeting
~ Minutes ~

GRAND TRAVERSE COUNTY
COMMISSION ON AGING

520 W. FRONT STREET, SUITE B
TRAVERSE CITY, MI 49684-2237
(231) 922-4688 • FAX (231) 929-1645
E-MAIL ADDRESS: gtcoa@grandtraverse.org
HOMEPAGE: www.grandtraverse.org

Tuesday, March 1, 2016

9:00 AM

GTCOA Meeting Room

DRAFT: 3/1/16

APPROVED: 4/19/16

Call to Order

Chair Harrand called the meeting to order at the Commission on Aging Meeting Room, 520 West Front Street, Traverse City, MI.

Attendee Name	Title	Status	Arrived
Rodetta Harrand	Chair	Present	
Sandra Busch	Vice Chair	Present	
Bill Rokos	Treasurer	Excused	
Shirley Zerafa	Secretary	Present	
Christine Maxbauer	County Commissioner	Phone conference	
Kory Hansen	Member	Excused	
Carl Kucera	Member	Present	
Michelle Mercer	Member	Present	
Carol Sullivan	Member	Present	
David Taylor	Member	Present	

Staff Present: Laura Green, Deputy Director
Cyndie F., Office Specialist

Guests Present: None

Pledge of Allegiance

Members recited the Pledge of Allegiance

Mission Statement

Taylor read the Commission on Aging's Mission Statement.

Approval of Agenda

The Deputy Director's compensation was requested under new business.

Motion to approve the agenda as amended.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Taylor
SECONDED:	Kucera
AYES:	Busch, Harrand, Kucera, Mercer, Sullivan, Taylor, Zerafa
NAYS:	None



RECYCLED PAPER

Approval of Minutes

Cyndie F. noted that Durga was not in attendance at the last meeting and that the minutes would be revised to reflect that change.

Motion to approve the minutes as amended.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Sullivan
SECONDED:	Busch
AYES:	Busch, Harrand, Kucera, Mercer, Sullivan, Taylor, Zerafa
NAYS:	None

EXECUTIVE/FINANCE

Endowment Summary

Green reviewed the summary provided, and relayed that \$6,824 will be forwarded to GTCOA sometime in March. Green explained the Endowment Fund, what it is, and how it started through the GTRCF (Grand Traverse Regional Community Foundation). Green relayed that she and Harrand recently met with their Executive Director, Phil Ellis, and provided members with information on that meeting.

Client Appeal

Green informed members that the Client has requested that the appeal be postponed until the next meeting.

PROGRAM/COMMUNITY RELATIONS

January Program Report

Green reviewed the report for members, providing information on wait lists, HMA (Homemaker Aide) openings, and UA (Universal Aides). Discussion on HMA vs. UA employees for the housecleaning program, as well as annual training. Discussion on further review of the Program Report at the full Board meeting. Green reviewed each of the graphs contained in the report.

Acceptance of the January Program Report as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Zerafa
SECONDED:	Kucera
AYES:	Busch, Harrand, Kucera, Mercer, Sullivan, Taylor, Zerafa
NAYS:	None

2016 Public Relations Plan

Green relayed that Smith is currently redoing the PSA (Public Service Announcement) and GTCOA brochure, short discussion. Green asked to change back to the old GTCOA log and asked for member's opinions. Members concurred. Green relayed that she would prefer to refer to GTCOA Services as Community Living Programs vs. In Home Services, explaining her reasoning. Commissioner Maxbauer noted confusion concerns with the change prior to the election in reference to the ballot language. Green to clarify the language and return. Chair Harrand asked to table further discussion until the Board meeting, and members concurred. Discussion on colors and the "hands" photos; members were asked if they would like to see something different to provide ideas.

Thank you letter, Long Lake Township

Chair Harrand asked if Long Lake knows that the GTCOA would not be not be providing a grant for them next year. Green relayed she would cover that with Wells.

Medication Management Proposal

Green provided a summary with historical information. Green relayed her thoughts on the number of units and GTCOA costs, and noted that staff would have to do an RFQ (Request for Quote). Question on staffing costs were answered by Green that she is waiting for information from HR (Human Resources). Discussion on unit security and power outages/unplugging the unit. Green relayed that Guardian is coming in next week and she would inquire about security. Discussion on grants and sustainability of a new program. Green asked if members were comfortable with GTCOA moving forward with preparation of an RFQ. Members concurred at ten units.

2015 Home Chore Voucher/Service Survey Results

Green asked for thoughts on the survey results. Members noted it was a good tool and both (vouchers and staff) are doing a good job. Green reviewed with members how much money and vouchers were received by each vendor. Busch relayed that she thought the whole purpose of this was to compare costs. Members were informed that 2015 books have not yet closed. Green relayed that she would go back and review what information Program Committee had requested.

Old Business

Chair Harrand stated that the County OMA (Open Meetings Act) Training is coming up and is good information for all.

New Business

Green relayed information on a trial run of GPS system units being tried by staff. She stated that she believes it will be a cost savings and a good tool for proper mileage accounting and paperwork savings. She relayed the costs for the units, and told members she will let them know how those are working.

Deputy Director's compensation

Taylor relayed concerns that Wells and Erickson's salaries are higher than Green's. Commissioner Maxbauer relayed that there is nothing the Board can do about the situation and offered several instances of County employees taking on multiple jobs for their same pay. Maxbauer also informed members that Wells is a City employee, and the County contributes the same amount of money to cover her salary as Green's. Commissioner Maxbauer relayed information regarding a process that Green is working on with Sagala to provide a recommendation to Administration; noting that until that is done, no exception will be made. Discussion on the millage, job descriptions and County employees.

Public comment

None

Adjournment

Meeting adjourned at 10:14 am

Minutes available by contacting the Grand Traverse County Commission on Aging office by phone at (231) 922-4688 or by mail at the following address: 520 West Front Street, Suite B, Traverse City, MI. 49684.

K:\COMIMAGE\BOARD\Committees\Minutes\Executive\2016\03 March.doc
CF/cf
Rev